

**WISCONSIN MEDICAID
ENVIRONMENTAL LEAD INSPECTION WORKSHEET INSTRUCTIONS
FOR PAPER PRIOR AUTHORIZATION OR STAT-PA**

Wisconsin Medicaid requires information to enable Medicaid to authorize and pay for medical services provided to eligible recipients.

Recipients are required to give providers full, correct, and truthful information for the submission of correct and complete claims for Medicaid reimbursement. This information should include, but is not limited to, information concerning eligibility status, accurate name, address, and Medicaid identification number (HFS 104.02[4], Wis. Admin. Code).

Under s. 49.45(4), Wis. Stats., personally identifiable information about Medicaid applicants and recipients is confidential and is used for purposes directly related to Medicaid administration such as determining eligibility of the applicant, processing prior authorization (PA) requests, or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of PA or Medicaid payment for the services.

The Prior Authorization/Environmental Lead Inspection (PA/ELI) Worksheet is required when submitting a paper PA request. This worksheet is voluntary for Wisconsin Specialized Transmission Approval Technology-Prior Authorization (STAT-PA) requests.

Providers may submit PA requests, along with all applicable service-specific attachments, including the PA/ELI Worksheet, by fax to Wisconsin Medicaid at (608) 221-8616; or, providers may submit PA requests with attachments to:

Wisconsin Medicaid
Prior Authorization
Ste 88
6406 Bridge Rd
Madison WI 53784-0088

REQUIRED INFORMATION

All providers are required to provide the following information when requesting PA:

- Eight-digit Medicaid provider number.
- Recipient's 10-digit Medicaid identification number.
- Procedure code for service requested.
- Diagnosis code.
- Two-digit place of service (POS) code.
- Requested grant date or date of service.
- Total number of services requested.

HOW TO REQUEST PRIOR AUTHORIZATION ON PAPER

1. Complete the Prior Authorization Request Form (PA/RF).
2. Complete the PA/ELI Worksheet.
3. Submit the PA/RF and PA/ELI Worksheet to Wisconsin Medicaid.

HOW TO REQUEST PRIOR AUTHORIZATION USING WISCONSIN STAT-PA

1. Complete the PA/ELI Worksheet.
2. Select mode of transmission (touch-tone telephone or help desk).

WISCONSIN STAT-PA

The Wisconsin STAT-PA system is an electronic PA system that allows Medicaid-certified providers to receive PA electronically rather than by mail. Providers answer a series of questions and receive an immediate response of an approved or returned PA.

Providers communicate with the Wisconsin STAT-PA system by entering requested information on a touch-tone telephone keypad or by calling a STAT-PA help desk correspondent. Providers must have their eight-digit Medicaid provider number to access the Wisconsin STAT-PA system.

The Wisconsin STAT-PA system is available by calling one of the following telephone numbers:

- **Touch-Tone Telephones**
(800) 947-1197
(608) 221-2096
Available from 8:00 a.m. to 11:45 p.m., seven days a week.
- **Help Desk**
(800) 947-1197 and press "0"
(608) 221-2096 and press "0"
Available from 8:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays.

TOUCH-TONE TELEPHONE REQUESTS

To use a touch-tone telephone to submit a PA request:

Call (800) 947-1197 or (608) 221-2096. This connects the provider directly with the STAT-PA system.

1. When the system answers, it will ask a series of questions that providers answer by entering the information on the telephone keypad.
2. The PA/ELI Worksheet gives the information needed in the order it is requested by the STAT-PA system.

Note: When using a touch-tone telephone to enter the Medicaid provider number, recipient identification number, procedure code, diagnosis code, POS code, requested grant date, and quantity, always press the pound (#) key to mark the end of the data just entered. The pound (#) key signals to the system that the provider has finished entering the data requested and ensures the quickest response from the system.

Providers may be asked to enter alphabetic data, which can be entered by using the asterisk (*) key. For example, a provider is asked to enter a procedure code, such as T1029. The first character is an alpha character; therefore, the provider presses the single asterisk (*) followed by the two digits that indicate the letter. The first digit is the number on the keypad where the letter is located, and the second digit is the position of the letter on that key.

For example: Procedure code T1029 should be entered as *81 1 0 2 9.

Alphabet Key:

A = *21	G = *41	M = *61	S = *73	Y = *93
B = *22	H = *42	N = *62	T = *81	Z = *12
C = *23	I = *43	O = *63	U = *82	
D = *31	J = *51	P = *71	V = *83	
E = *32	K = *52	Q = *11	W = *91	
F = *33	L = *53	R = *72	X = *92	

3. Once all data have been entered completely, STAT-PA begins to process the information and, in minutes, indicates the PA number and, if approved, the authorized level of service.

Once familiar with the STAT-PA system, providers may enter the PA information in the designated order immediately — there is no need to wait for the full voice prompt. Providers may key information at any time, even when the system is relaying information. The system automatically proceeds to the next function.

STAT-PA HELP DESK REQUESTS

Providers who do not have a touch-tone telephone may call the STAT-PA help desk. The help desk correspondent accesses STAT-PA and enters the required data requested from the provider. For the help desk, call (800) 947-1197 and press "0" or call (608) 221-2096 and press "0."

The STAT-PA help desk is available to all providers using STAT-PA. Providers may use the help desk to report difficulties with the system.

DOCUMENTATION INFORMATION

Providers are required to retain the assigned PA number for:

- Use in claims submission, if approved.
- Submission of a paper PA request when more clinical documentation is needed.

Providers must also maintain all documentation that supports medical necessity, claim information, and delivery of equipment in their records for a period not less than five years. Wisconsin Medicaid recommends providers maintain the PA/ELI Worksheet in their files. Regardless of what STAT-PA method is used, providers will receive, by mail, a confirmation notice indicating the assigned PA number and the STAT-PA decision. This confirmation notice should be maintained as a permanent record of the transaction.

Helpful hints

- The provider is given three attempts at each field to correctly enter the requested data.
- In touch-tone telephone transactions, the provider is given three attempts at each field to correctly enter the requested data. Failure to enter any data within three minutes ends the telephone connection.
- Providers are allowed five transactions per connection for touch-tone telephone or help desk.
- In the event the STAT-PA system is unavailable before the lead inspection is made, the provider may request backdating of the PA for up to four calendar days.
- The help desk is available to all STAT-PA users. Providers who are experiencing difficulties with the system may call the help desk.